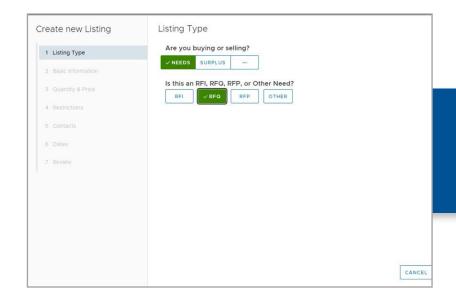# CONNEX TENNESSEE GUIDE:

HOW TO CREATE AN EXCHANGE CENTER POST IN CONNEX™ TENNESSEE & CONNEX™ MARKETPLACE

Exchange Center posts are typically an RFI, RFQ or RFP, depending on the level of detail and urgency in the request.

Step 1 | Log in to the CONNEX platform

Step 2 | Select Exchange Center and click on +Add Listing

Step 3 | Select Needs to bring up the RFI, RFP or RFQ options. You'll need to select one to activate the Next button.
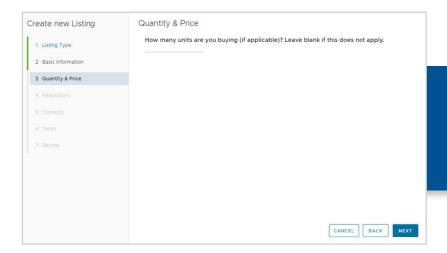

Step 4 | Enter both a short and detailed description of the product, material, part or capability you are looking for in the text boxes. The Short Description is what will be sent to manufacturers when the exchange center post is distributed.

You can add .pdf, jpeg, png, WORD or EXCEL files to your post (up to 5MB). This could include CAD drawings, Material Safety Data Sheets, or other documents to help a responding company evaluate your request.

Step 5 | Enter the number of units (if applicable).

Create new Listing

1 Listing Type
2 Basic Information
3 Quantity & Price
4 Restrictions
5 Contacts
6 Dates
7 Review

Quantity & Price

How many units are you buying (if applicable)? Leave blank if this does not apply.

_____

CANCEL   BACK   NEXT

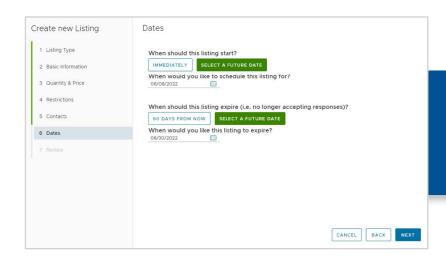**Step 6** | Be prepared to enter any restrictions. This could include things like minimum certification level needed, industry experience, packaging criteria, UL requirements, etc.
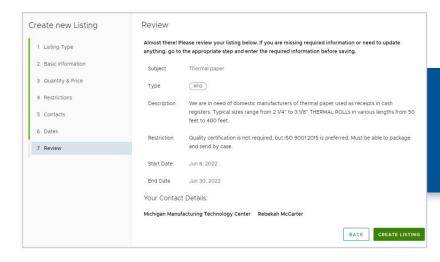
Create new Listing

1 Listing Type
2 Basic Information
3 Quantity & Price
4 Restrictions
5 Contacts
6 Dates
7 Review

Restrictions

Are there any special restrictions or preferences, such as certifications (ISO, AS91XX, ITAR) or geographic preferences (state or region)? If so, please list them below.

Quality certification is not required, but ISO 9001:2015 is preferred. Must be able to package and send by case.

114/4096

CANCEL   BACK   NEXT

Step 7 | If you are affiliated with more than one organization, it will ask you (from a drop-down list) to select the organization you are posting on behalf of. If you are only associated with one organization, it will automatically display your facility information. You can select an existing contact, or add one, if you have profile editing rights. You can also decide not to show the company contact person in the listing.

Create new Listing

1 Listing Type
2 Basic Information
3 Quantity & Price
4 Restrictions
5 Contacts
6 Dates
7 Review

Contacts

Which organization would you like to post this listing for?
Michigan Manufacturing

Michigan Manufacturing Technology Center
45501 Helm St., Plymouth, MI 48170

Who is the contact for this listing? A contact is required so we can contact you about your listing. If you do not want the contact to be shown to potential respondents, click the "Don't show to respondents" checkbox. If you don't see your contact in the dropdown below, click the add contact to add a new contact

Rebekah McCarter   + ADD NEW CONTACT

Title	Lead Supplier Scout
Phone	(734) 451-4229
Email	rmccarter@the-center.org

☑ Don't show to respondents

CANCEL   BACK   NEXT

Step 8 | Select the duration of your posting. You can select immediately or a future date. You can also set the end date. The system will allow you to select 60 days or a future date from the calendar.

Step 9 | Review your posting, from Subject to End Date, and confirm your contact details. If you are satisfied with your information, click on Create Listing. If you need to change something, use the back button or select the section you want to update from the left-hand side of the posting wizard.

Step 10 | Once you select Create Listing, it will be live in the system (unless you selected a future date). As the posting organization, you can edit it at any time.

To see your listing, go to the Exchange Center, select My Listings, and then click Newest (if you have multiples). If you selected a future date, like we did in this tutorial, you will need to select Not Started for the listing to display. It will only be viewable by you until you edit it to go live, or until the future start date.

For more information and to access CONNEX™ TENNESSEE, visit https://tmep.cis.tennessee.edu/connextm-tennessee

Need assistance with CONNEX™ TENNESSEE? Email Kevin Cooper at kevin.cooper@tennessee.edu.

Center for Industrial Services
INSTITUTE *for* PUBLIC SERVICE

TENNESSEE CHAMBER
of Commerce & Industry
TENNESSEE MANUFACTURERS ASSOCIATION